



IFAD
INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT
Governing Council – Twenty-Fourth Session
Rome, 20-21 February 2001

ARRANGEMENTS FOR THE TWENTY-FOURTH SESSION
OF THE GOVERNING COUNCIL

Information for Delegates

LOCATION

1. The Twenty-Fourth Session of the Governing Council will be held on Tuesday, 20 and Wednesday, 21 February 2001 at the Auditorium della Tecnica, Viale Umberto Tupini 65, EUR, Rome, located near the Palazzo della Civiltà del Lavoro. The nearest metro station is EUR Magliana.

NOMINATION OF DELEGATES

2. Rule 11.1 of the Rules of Procedure of the Governing Council provides that "The credentials of Governors and alternates shall be issued by, or on behalf of, the Head of State or of Government or by the Minister or Secretary of Foreign Affairs, or by another person notified by the Member so having authority to do so. These credentials and the notifications of the names of advisers shall be submitted to the President at least one week before the opening of the first session the designated persons are to attend. Unless otherwise specified, such credentials and notifications shall be considered valid for subsequent sessions until withdrawn by a notification to the President." It would be greatly appreciated if this information could be provided to the Secretary of IFAD in Rome no later than 19 January 2001.

3. For planning purposes, observers are also requested to kindly confirm their participation or non-participation prior to 19 January 2001.



REGISTRATION

4. All members of delegations of Member States and Observers of Non-Member States and Organizations are kindly requested to register immediately upon arrival in the registration area of the conference centre.
5. Registration will begin on Monday, 19 February 2001, from 10.00 to 18.00 hrs and will continue on Tuesday, 20 February 2001, from 08.00 to 10.00 hrs.

SECURITY

6. The building security staff will have instructions to allow entry only to participants in possession of a security badge. Security badges will be issued upon registration and Governing Council participants are required to wear them at all times.

MEETING ROOMS AND HOURS

7. The plenary meetings of the Governing Council will be held in the Auditorium. It is expected that they will take place from 10.00 to 13.00 and from 15.00 to 18.00 hrs.
8. List meetings, as necessary, can be held in an auxiliary meeting area located across the courtyard from the Auditorium.

LIST OF PARTICIPANTS

9. A Provisional List of Participants, based on replies received as of 15 February 2001, will be made available on Monday, 19 February 2001, at the Documents and Registration Desks. A revised Provisional List of Participants, based on registration only, will be issued on Wednesday, 21 February 2001.
10. Participants are kindly requested to notify the Registration Desk of any amendments they may wish to make to these provisional lists of participants.

ORDER OF THE DAY AND SUMMARY RECORDS

11. An Order of the Day will be available each morning. Provisional Summary Records will be issued as soon as possible after the Session in accordance with the Rules of Procedure of the Governing Council.

DISTRIBUTION OF DOCUMENTS

12. The Documents Desk will be located in the main reception area on the ground floor. In order to help conserve the environment by saving paper, delegates are requested to bring with them the documents that have been dispatched. Delegates may pick up further documents, if needed, immediately after registration.

RECEPTION

13. On the occasion of the Governing Council Session, the President of IFAD will host a reception on Tuesday, 20 February 2001, from 18.30 to 20.30 hrs. All delegates and observers are invited and will receive invitation cards upon registration at the conference centre.



STATEMENTS BY DELEGATES

14. Heads of delegation wishing to make a general statement during the plenary meetings of the Governing Council are requested to notify the Secretary of IFAD of their intention to do so by Friday, 9 February 2001, at the latest. A list of the order of speakers, based on the order of the receipt of requests, will be published and made available at the start of the Session. Requests to make a general statement received after the start of the Session will be added in the same manner and an updated list of the order of speakers will be published daily.

15. Statements should be limited to a maximum of five minutes. Delegates who are listed to make a statement should preferably provide it in electronic form (diskette) or hard copy as early as possible prior to the delivery of the speech.

16. The Secretariat will arrange for delivered speeches to be posted on IFAD's Intranet and on the Internet, unless otherwise advised by the delegations concerned.

17. As an alternative to statements delivered during the Session, which are reproduced in the Governing Council Report in a very summarized form, delegates may choose to submit the text of their statement to the Secretary of IFAD for publication, in full, in the Governing Council Report.

ENTRY VISAS TO ITALY

18. In order to ensure that visas are granted on time, participants are reminded that Italy is one of the countries adhering to the Schengen Agreement, and should therefore note the following:

- Participants may request their visa to Italy upon presentation of IFAD's letter of invitation to the Governing Council to the Italian Representation in their country of residence at least three weeks prior to the date of entry.
- Participants coming from countries that have no Italian Consulates should obtain their visa from related Schengen countries that have been authorized to represent Italy. Updated information can be requested from the IFAD Liaison and Visa Section, fax no 003906-54592134 or e.mail address: v.dimajo@ifad.org.
- In the event there is no Representation of countries adhering to the Schengen Agreement, an eight-day visa may be granted upon arrival in Rome. However, in such cases, it is essential that the participant communicate the following information to IFAD's Liaison and Visa Section (telex: 620330 and telefax: 0039-0654592134 or 0039-065043463) **at least one week** prior to the arrival date in Rome:

NAME/SURNAME

PLACE AND DATE OF BIRTH

NATIONALITY

PASSPORT DETAILS: (Number, Issuance and Validity Dates)

FLIGHT DETAILS

HOTEL BOOKINGS

19. Delegates are responsible for making their own hotel bookings.

20. The Sheraton Roma Hotel, which is close to the Auditorium della Tecnica, has reserved a limited number of rooms exclusively for IFAD delegates at a special conference rate. To request a booking at the Sheraton, delegates must complete, in full, the form attached to this document and send it, by telefax,



directly to the Sheraton Roma Hotel, no later than 19 January 2001. All contact details for the Sheraton Roma Hotel are listed on the form.

21. The Hotel dei Congressi is also located near the Auditorium della Tecnica in Viale Shakespeare 29 (telephone: 0039-065921264 or 0039-065926021) and provides a corporate rate to IFAD.

BANKING FACILITIES

22. The Banca Nazionale dell'Agricoltura will have limited banking facilities available in the reception area on the ground floor. It will follow regular Italian banking hours from 08.30 to 13.30 hrs and from 14.30 to 15.30 hrs.

TRAVEL ARRANGEMENTS

23. IFAD's travel agent, Summertime, will have staff available at the conference centre from 8.30 hrs to 13.00 hrs and from 14.00 hrs to 17.30 hrs to provide assistance with travel arrangements.

MEDICAL SERVICES

24. First aid facilities are available in the meeting area, as well as an ambulance in case of emergencies.

POST OFFICE

25. The Auditorium della Tecnica does not have a post office on its premises. The nearest Italian post office is located within ten minutes' walking distance on Viale Beethoven, near Piazzale Asia.

INCOMING MAIL

26. Personal mail for delegates will be placed in their pigeon-holes at the Documents Desk. Mail should indicate "Delegate Governing Council" and be addressed c/o the International Fund for Agricultural Development, Via del Serafico 107, 00142 Rome, Italy. Telegraphic address: IFAD Rome; Telex: 620330 IFAD; Telefax: 0039-065043463; e.mail address: IFAD@IFAD.ORG.

TELECOMMUNICATIONS AND INTERNET FACILITIES

27. The switchboard of the Auditorium della Tecnica can be reached by dialing the following numbers: 0039-065918344, 0039-065918345, 0039-065918898, 0039-065923701. Additional telephone numbers of the Auditorium and the extension numbers of various Conference and Secretariat offices will be available at the Information Desk.

28. Facilities for international telephone calls, fax transmission and access to Internet are available at the conference centre.

29. Delegates are kindly reminded to turn off portable telephones before entering the meeting rooms.

INTERPRETATION

30. All meeting rooms will be equipped with interpretation facilities. Earphone sets with a language selector will allow delegates to follow the discussions. Delegates are kindly requested to leave earphones on their table at the end of each meeting.



TAXIS

31. Taxis may be ordered from the Information Desk. Note should be taken that taxis called but not used are entitled to a tariff to be borne by the person requesting the taxi services.

SNACK BAR

32. Coffee and light beverages, sandwiches and pastries may be purchased at a snack bar located on the ground floor.

RESTAURANTS AND CAFETERIAS

33. The Auditorium della Tecnica does not have restaurant facilities. A list of restaurants and self-service cafeterias within a short distance will be available at the Information Desk.



IFAD BLOCK BOOKING

Sheraton Roma
HOTEL & CONFERENCE CENTER

Please make your reservation by 19 January 2001
Reservations received after this date cannot be guaranteed

Note: A stamped version of this form will be returned to you as a confirmation of your reservation

Hotel Sheraton Roma
Viale del Pattinaggio, 100
00144 Rome, Italy

Arrival Date: _____

Departure Date: _____

Telephone: 0039 0654531

Last Name: _____
(please print)

Telefax: 0039 065940689/065940555

E-mail: res497.sheraton.roma@sheraton.com

First Name: _____

Special Rates for IFAD GOVERNING COUNCIL

Country Name: _____

- Single: Italian Lire 342.000
- Double: Italian Lire 417.000

City: _____

Rates include taxes and buffet breakfast

Telephone No: _____

Credit Card:

Telefax No: _____

- /_/_ Master Card/Eurocard
- /_/_ Diners Club
- /_/_ Visa/Carte Bleu
- /_/_ Amex
- /_/_ Others

Estimated Time of Arrival: _____

Number: _____

Estimated Time of Departure: _____

Expiry Date: _____

Signature: _____

N.B. A credit card number is necessary to guarantee hotel reservations. One night's room charge will be billed to your credit card if you do not cancel your reservation by 18:00 hrs on the date of arrival or do not arrive on the date indicated.